

AGENT LICENSING DIVISION

P.O. Box 517
Frankfort, KY 40602-0517
(502) 564-6004
www.doi.state.ky.us

**REQUEST FOR
WAIVER OF RENEWAL PROCEDURES
or
EXEMPTION FROM EXAMINATION
or
EXTENSION FOR CONTINUING EDUCATION
DUE TO ACTIVE MILITARY SERVICE DEPLOYMENT**

(Licensee Name)

(Social Security Number)

(_____)_____
(Telephone Number)

(Street or Post Office Address)

(City, State, and Zip Code)

PLEASE CHECK APPROPRIATE REQUEST:

_____ Waiver of Renewal Penalties and Sanctions*. Attachments required:

- Explanation of which renewal procedures should be waived and why.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

_____ Waiver of Continuing Education Requirements*. Attachments required:

- Explanation of why Continuing Education requirements could not be completed within the 2-year biennium period.
- Demonstrate that you have given a good faith effort to meet requirements prior to deployment.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

_____ Exemption of Examination*. Attachments required:

- Explanation of which renewal procedures should be waived and why.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

_____ Extension of continuing Education Requirement**. Attachments required:

- Explanation of why Continuing Education requirements could not be completed within the 2-year biennium period.
- Extension date _____ requested to complete the required continuing education hours (maximum 2 years). Include an explanation of why this specific period is needed.
- Demonstrate that you have given a good faith effort to meet requirements prior to deployment.
- Documentation proving or affidavit swearing to the dates of active military service and deployment.

(Signature)

(Date)

NOTE: The Department will review request on a case by case basis and will notify you in writing whether your request has been granted or not.

* KRS 304.9-200(3)

**KRS 304.9-295(7)